



St Newlyn East  
Learning Academy



# Health, Safety and Welfare Policy

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Statutory or Best Practice Policy	Statutory
School or Trust Policy	School

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# Statement of Safety Policy

St. Newlyn East Learning Academy

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform pupils' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare of all stakeholders and users of the school site in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than November 2025.

Approved and adopted by: The LGB, Janine Bisson Chair of Governors

# Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the Trust. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

## **The employer**

The employer in this school is Kernow Learning. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of pupils, staff, visitors, volunteers and contractors.

## **Local Governing Body (Governors)**

The governors are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health safety and welfare issues.

## **Competent Health and Safety Advice**

The school recognises that it must have access to competent health and safety advice. The school's competent advisor within Kernow Learning is the Estates Manager.

## **Headteacher**

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Health and Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so by referring to the trusts approved contractors list;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;

- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

### **Senior Leadership Team and other Management Staff**

SLTs and other Management staff have responsibility for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular audits and making reports to the CEO;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the CEO or Trustees.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda and SLT Meetings) and checked.

### **All Employees**

All employees have a general responsibility to:

- co-operate with their managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement); and
- complete and apply any relevant training.

In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children, support staff, themselves, and where relevant members of the public.
- Ensuring protective equipment is used, when needed;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

### **Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the Trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are provided with a school specific volunteers guidance leaflet (see appendix 3).

Volunteers are also expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.

Volunteers are also expected to read and implement the code of practice supplied to them.

### **Contractors**

Site Managers and other linked staff, under the overall management of the Health and Safety Office (HSO) are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled. This is overseen by the Trust Estates Manager.

The HSO is appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe.

Persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is the HSO and Trust Central Team.

The person appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe is the HSO.

## Induction Training

As part of an induction process all new employees will receive Health and Safety Induction training, this will include as a minimum an introduction to First Aid; Fire and Welfare procedures. Staff inductions are signed off by the Headteacher or member of the SLT.

Contractors on site will be required to undertake an induction – led by KL Estates Manager.

## Welfare Provision

Toilets, rest areas (Staff room) and catering is provided in accordance with relevant legislation. Where pupils bring their own food (packed lunch) this should be consumed only in the dining hall or outside if weather permits.

Food should not be consumed in communal areas such as corridors.

Extra provision will be made available to vulnerable groups such as SEND, pregnant woman and new mothers.

## Consultation with Employees

Employees will be consulted, including any union-appointed representatives. Consultation with employees is provided by:

- CEO
- Headteachers
- Health and Safety Officer
- Senior Leadership Teams

Health and safety is a standing item of staff meeting agendas.

## Arrangements for the Supervision of Pupils

### Opening Times

The School will be open from:

08:45 for all pupils

And will close to pupils at:

16:15 for after-school clubs and 15:15 for all other pupils

### Supervision arrangements:

Location of supervisors between Academy opening and lesson start time:

- School opens at 08:45 and class teachers are responsible for pupils once they are received at the classroom door by the parent/carer
- Collection at the end of the day is from the classroom door
- Children who have not been collected (parent/carer is late) are walked through the school to the enclosed reception where they will wait until the parent/carer collects from the front of the school
- Supervision ratios 1:30 in the school playgrounds at break times and lunchtimes

### After School Lettings

Unless specifically agreed in the Letting Agreement the School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

## First Aid

### Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:

First Aid at Work -	1	
Paediatric First Aid	-	7

(See appendix 2)

### **First Aid Co-ordinator**

The Headteacher is responsible for overseeing the arrangements for first aid within the school. The Co-ordinators duties include ensuring:

- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current; and
- maintaining an up to date list of training in the training file

Assistant Headteachers will check first aid logs for indications of recurrent or frequently reported types of injury and provide termly analysis to the Headteacher.

The appointed First Aider is responsible for ensuring:

- that first aid equipment is available at strategic points in the school - The First Aid room is located in the Y2 corridor. All classrooms have a first aid bum bag as well as a medical cabinet
- that the correct level of first aid equipment is maintained in each first aid box
- that orders for replenishing stocks are made

### **First Aiders**

All year groups have at least one first aider (staff member) working in them at all times. The school aims to train all staff in emergency first aid. Refresher training is provided in line with guidance. First Aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fundraising events, etc.)

First aid cover, out of school hours is not provided for:

- Contractors
- Events organised by third parties e.g fetes, evening clubs etc
- External lettings

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

First Aiders are also responsible for replenishing first aid kits should equipment be used.

### **Treatment of Injuries**

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend. Where there is any doubt about the



appropriate course of action, the first aider will be expected to consult with the Health Service helpline and in the case of pupil injuries, with the parents or legal guardians.

NHS HELPLINE: 111

### **Suspected Head, Neck & Spinal Injuries to Pupils**

In the event of **any** knock or cut to the head, or a suspected neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider will complete the accident/head injury first aid form and then call the parent or carer.

The attending first aider will inform the parents that it is school policy to inform of any head injury and relay to the parents how the injured child is presenting. The parents will be invited to attend school to check the child should they wish.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Helpline for advice or call an ambulance as appropriate.

All head injuries are shown to the Senior Leadership Team.

### **Other Significant Injuries**

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the school will notify parents/legal guardians of any other significant injury by way of a telephone call.

Records of notification by telephone to parents will be kept by the Senior Secretary.

Copies of written notification are held in the school office.

### **Escorting Pupils to Hospital**

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

If travelling in a member of staff's car, two adults must be present, the driver plus one other. Appropriate insurance will always be in place.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is handed over.

# Pupils with Medical Needs

The school recognises that it has a responsibility to support pupils with medical needs. The school follows the Department for Education's guidance on managing medicines in schools and early years settings:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

## Responsible Person

The Headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

## Medicine in School

Medicines will only be administered at school when it would be detrimental to a pupil's health not to do so. The school will store and dispense medication to students as long as:

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

Medication brought into school must be clearly labelled with the pupil's name, dosage, method of administration and be in-date.

Medication will be available to identified pupils at all times of the school day.

## Storage and Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

The Headteacher is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication. The Assistant Headteacher's will deputise where necessary.

All medication will be kept in a secure location (staffroom fridge). All medicines must be signed into the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log. Medicines can only be given out by an authorised staff member.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Epi-pens are securely stored in named classrooms as relevant to pupils with allergies and are provided by the Parent/Carer.

### **Medical Log**

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school. The Medical Log will also contain a log of medications dispensed which will include:

- name of pupil
- name of medication
- 'use-by' date
- dose
- time
- date
- signature of dispenser
- Witness name and signature
- comments/reactions
- date and time of last administration of medicine (this is to ensure that an overdose is not given)

### **Medical Procedures**

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

### **Off Site Activities**

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

### **Asthma Kits**

This school's procedures for managing the use of the asthma kits is based on Department of Health guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014\\_3\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3_.pdf)

Staff authorised to dispense this medication have read the above guidance and have been given instructions in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

In addition, parental consent must be obtained for use of any inhaler. The school keeps a register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler.

Individual asthma kits are stored in named classrooms as relevant to pupils with asthma conditions and managed in the same way as any other prescribed medication following the procedures above.

Asthma kits are provided by the Parent/Carer.

### **Training**

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs. The responsible person will keep a record of all medical needs training.

### **Sharing of Information**

The responsible person will ensure that relevant staff are made aware of any pupil's medical condition. This information will include, where appropriate:

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

### **Individual Healthcare Plans**

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

### **Risk Assessment**

In addition to the healthcare plan the school will carry out individual risk assessments for any pupil where the pupil's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

### **Unacceptable practice**

To prevent unacceptable practice the responsible person will ensure that:

- Pupils have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the pupil and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that pupils with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the pupil becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Pupils with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a pupil's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that pupils with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

### **Complaints**

Parents/carers are encouraged to contact the Headteacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs. If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

## **Accidents/Incidents**

### **Reporting Officers**

The following members of staff have access and authority to report accidents and incidents:

The Headteacher

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Pupils are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Reported accidents/incidents are regularly reviewed by the SLT. The school is always keen to learn from accidents/incidents that occur and this also informs policy changes.

### **Accident/Incident Reporting Systems**

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the school
- Any incident resulting in an injury to a student which was (or might be) due to
  - The condition or layout of the premises or facilities
  - The condition of any equipment in use
  - The level (or lack) of supervision
  - The level or quality instruction or training provided
- Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) <https://www.hse.gov.uk/riddor/key-definitions.htm>
- Any “Occupational Disease” as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the school.

### Near Misses

Where an incident occurs which could have resulted in potential injury – but didn’t – a record will be kept in a Near Miss Log.

The Near Miss Log is kept in the Reception by the Senior Administrator.

The Near Miss Log will be reviewed periodically by the SLT (at SLT Meetings) in order to identify any areas of concern which may require attention.

### Reporting Timescales

Person reporting the accident/incident	Reporting timescale
Pupils will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

### Accident/Incident Investigation

All incident reports will be reviewed by the Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Headteacher) will be reported to the Headteacher.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The Headteacher will decide if this investigation takes place.

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

## Training

### **Identification of Training Needs**

The school will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

The Headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Local Advisory Board

### **Staff Responsibilities**

Staff must attend health and safety training provided by the school.

## Risk Assessment

### **Risk Assessment**

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

### **Risk Assessment Process**

The school will carry out risk assessments using the online Risk Management System in place at the current time (this system changed at the end of 2020). Risk assessments were downloaded to PDF and they are stored so that all staff can access them prior to being put onto the new system.

The Headteacher is responsible for managing the risk assessment process.

Copies of risk assessments are available from the online system and frequently accessed assessments are located centrally. Risk assessments are delegated to staff to complete based on their content and who is best placed to undertake them. They are signed off by the Headteacher and review dates are set.

### **Staff Responsibilities**

All staff are required to support the risk assessment process. Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Foundation Subject Leaders are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

### **Safe Working Procedures**

Where appropriate, risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the Headteacher and are also located in the Reception.

## **Fire**

### **Fire Officer**

The person responsible for organising the school's fire precautions is the Trust Estates Manager (also delegated responsibility to the Site Assistant).

The Headteacher or Assistant Headteachers will deputise when the Fire Officer (Site Assistant) is not present.

The Fire Officer/Headteacher is responsible for:

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the LGB on issues of significance.

### **All Staff**

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety



- Report any fire hazard

### **Fire Wardens**

The school has identified people to act as Fire Wardens for areas of the school:

Mark Beardsley (Site Assistant), Debbie Knight (Kitchen Manager)

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures (Trained: 27/02/2018)

### **Fire Fighting Equipment**

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:

### **Evacuation and Registration Procedures**

See Appendix I – Evacuation Procedures

## Electricity

### **School Owned Portable Appliances**

The school will undertake to inspect and test all its portable electrical appliances by a competent person and in accordance with HSE guidance.

Tests will be carried out by a known provider, taking advice from the Trust Estates Manager.

All test Certificates will be kept in the online Compliance Log and a hard copy kept in the school office for the duration of the life of the appliance.

### **Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment should not be brought into the school. If phone chargers are brought in, they need to be PAT tested.

### **Co-ordinator**

The Estates Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Co-ordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## The Control of Hazardous Substances

### **Hazard Assessment**

Our priority is to, wherever possible, use substances that do not pose any hazard but where this is unavoidable, all substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process. A central copy of COSHH assessments is kept by the Estates Manager and Site Assistant.

### **Staff Responsibilities**

Staff shall not use any hazardous substance without first having read the COSHH Assessment. Staff shall inform the Headteacher of any new hazardous substance purchased in order that an assessment can be made prior to use.

### **COSHH Co-ordinator**

The Estates Manager and/or Site Assistant is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Co-ordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Co-ordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Co-ordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

## **Display Screen Equipment**

### **Workstation Assessment**

The Trust DSE Assessor is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupil workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

### **Equipment**

Appropriate DSE equipment will be provided as identified by workstation assessments.

### **Eye Tests for Display Screen Equipment Users**

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and

- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Staff who are entitled to an eye test can request advice and guidance from the Trust HR Manager.

## Work Equipment

The Headteacher is responsible for overseeing the purchase of all work equipment as part of signing off all purchase orders.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

## Management of Contractors

The Trust Estates Manager or Site Assistant is responsible for overseeing the day to day management of all contractors on site.

### **Selection of Contractors**

The school will only select contractors to carry out work who have demonstrated:

Competence to carry out the work required (by way of training, knowledge and experience)

- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public insurance

### **Management of Contractors**

Supervision of contractors will, to an extent, depend on the type of work being carried out:

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Senior members of school staff, in consultation where appropriate with the HSO, are empowered to stop work if there is a concern for the health, safety or welfare of any stakeholders.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

### **Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management. Construction Design and Maintenance Regulations will be managed by the Trust Estates Lead

## Personal Protective Equipment

### **School Responsibilities**

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided, the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

### **Assessment of Need**

The need for PPE will be determined during the Risk or COSHH Assessment process. Where identified as necessary PPE will be provided without cost to staff or pupils.

### **Purchase and Storage of PPE**

The Headteacher will be responsible for ensuring that PPE is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions. Where PPE is required or offered, guidance on the correct use is provided.

In addition, the Site Assistant will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Student Responsibilities**

When issued with PPE, staff and students are required to wear it correctly. Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

## Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the Risk Assessment folder.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher.

## School Security

The Site Assistant is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

### **School Staff Responding to Call-Outs**

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

The Headteacher and DSL are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call Out Arrangements**

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

### **Security Firm Personnel Attendance**

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder. Staff key holders if those attending site feel this is necessary.

# Violence

## **Zero Tolerance**

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school. Our code of conduct is published on the school website.

## **Violence towards Staff**

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

## **Violence towards Visitors**

Violence towards visitors will be reported to the police.

## **Violence towards Pupils**

Violence between pupils will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards pupils from staff, visitors or members of the public will be reported to the police.

## **Responsible Person**

The Headteacher is responsible for ensuring that all:

- Staff are aware of the policy and procedures for dealing with violent incident
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

# Working at Height

When working at height the correct equipment should be used at all times to mitigate the potential risk to health and safety.

Each classroom has a footstool that can be used. Staff should not climb on chairs or furniture.

No working at height should be undertaken when working alone.

Equipment should meet the Class 1 or 2 standard:  
Max Safe Working Load: 175 Kg (27.5 st) for Class 1 and

150 Kg for Class 2.

For daily use where onerous conditions of use, carriage & storage occur.

Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Ladders should be stored in a secure manner such as to prevent unauthorised use and are regularly reviewed. Working at height training is provided by the central team for those personnel that are authorised to use ladders.

Staff should use a dynamic risk assessment of the work to be undertaken at height. If staff are unsure of what is the right equipment to use advice should be sought from the HSO.

Mobile towers are only to be used by staff who have completed the working at height training course and any excessive high-level work must only be undertaken by fully trained staff.

## Appendix 1

### Action in the event of a fire

#### **RAISE THE ALARM**

A pupil suspecting or discovering a fire should inform a member of staff, who will raise the alarm by breaking the panel on the nearest fire point. The alarm is the continuous sounding of the siren.

#### **FIRE WARDENS CHECK BUILDING**

Fire Wardens (including the Site Assistant) and members of SLT, accompanied by the Exec Heads PA, will check the building for signs of fire/alarm activation referring to the Zones board located in main reception.

The Executive Headteacher/Headteacher or SLT will check the building and wait to greet the Fire Brigade at the main entrance.

#### **ALERTING THE FIRE BRIGADE**

The member of staff discovering a fire must report the fire to the school office by telephone immediately. The office will inform the fire brigade by dialing **999**.

The Designated Fire Warden(s) will await the arrival of the Fire Brigade outside the main entrance with the **Fire Folder located in the Office**.

#### **The Fire Panel must not be reset before the Fire Brigade arrive.**

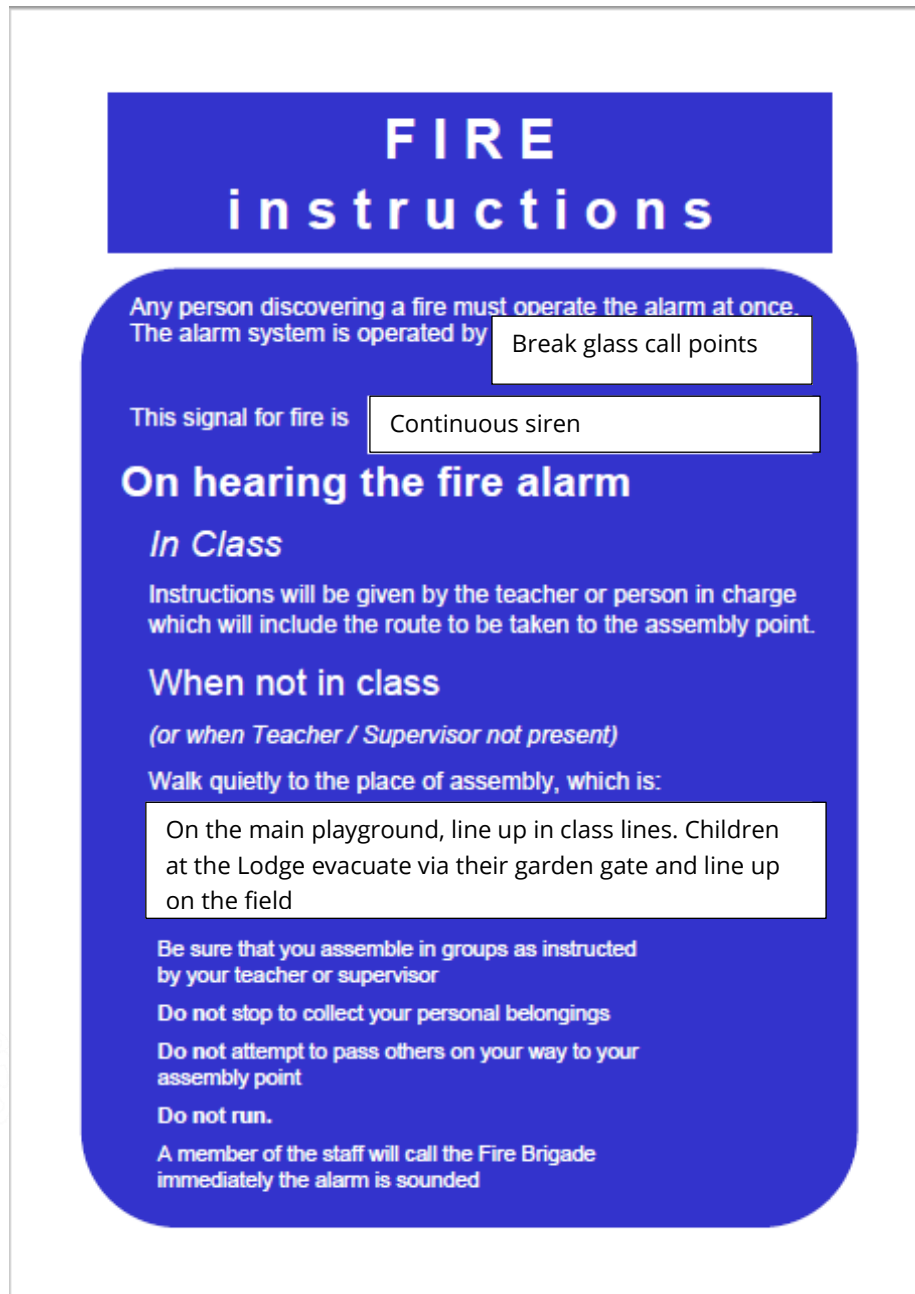
The Site Assistant or Senior Secretary will remain with a phone awaiting the instruction from the Executive Headteacher/Headteacher or SLT in order to relay the outcome of the unannounced alarm – ‘False Alarm’ or ‘Fire Service to Attend Site’.

#### **EVACUATE THE PREMISES**

On hearing the alarm pupils should stand where they happen to be: when instructed by the teacher/adult they should proceed in single file and in an orderly manner (observing social distancing wherever possible) to evacuate the room using the following routes, (if the fire allows) to the designated fire assembly point. It is permissible for two classes to be walking alongside one another if unavoidable.



Fire instructions are posted in all classrooms and strategic points throughout the Academy building.



**FIRE**  
**instructions**

Any person discovering a fire must operate the alarm at once.  
The alarm system is operated by **Break glass call points**

This signal for fire is **Continuous siren**

**On hearing the fire alarm**

*In Class*

Instructions will be given by the teacher or person in charge which will include the route to be taken to the assembly point.

**When not in class**  
*(or when Teacher / Supervisor not present)*

Walk quietly to the place of assembly, which is:

**On the main playground, line up in class lines. Children at the Lodge evacuate via their garden gate and line up on the field**

Be sure that you assemble in groups as instructed by your teacher or supervisor

Do not stop to collect your personal belongings

Do not attempt to pass others on your way to your assembly point

Do not run.

A member of the staff will call the Fire Brigade immediately the alarm is sounded

## Appendix 2

Qualification	Person	Date of Training	Expiry Date
First Aid at Work	Carol Carter	May 2023	May 2026
Paediatric First Aid	Sarah Boden	June 2022	June 2025
	Jo Bentley	July 2022	July 2025
	Lucy Coote	November 2022	November 2025
	Julie Phillips	July 2022	July 2025
	Kim Thompson	November 2022	November 2025
	Vicki Stavrou	June 2023	June 2026
	Laura Massabo	July 2023	July 2026